

Reporting Sexual Assault Prevention Activities in InfoNet

On the same InfoNet page that has existed for Prevention Activities there are now two tabs. One for Building Skills activities and the other is for Community Development activities.

TAB 1: BUILDING SKILLS: Under the Building Skills tab there are twelve fields.

Date: Enter the date of the prevention activity you wish to record.

Audience: Enter the audience for whom you conducted the prevention activity. This is a text box, so you may enter the actual audience name, rather than having to choose from a pull down list.

If you have a project name you would like to give the activity (not required): This field is used to help build custom reports that you may request from OCVA. For example, if you have two different projects happening at the Downtown Boys & Girls Club, you may have one project called Teen Girls Prevention Group-Empowering Young Women and one called Teen Boys Prevention Group-Empowering Young Men.

Type: Select what type of prevention activity was conducted with the specified audience.

Presentation- The provision of general and/or specific information related to preventing sexual violence.

Technical Assistance- The provision of information to another service provider or community member you are engaged with on preventing sexual violence in order to help them carry out sexual violence prevention work. The information provided is specialized knowledge about sexual assault/abuse victimization and prevention, with the goal of preventing sexual assault/abuse.

Training- Teaching specific skills to service providers or community member you are engaged with on preventing sexual violence that need preparation to address issues of sexual victimization or prevention of sexual assault/abuse with their service population/community. Must involve clearly defined learning objectives.

Media Work- The provision of information on sexual assault/abuse victimization and prevention in order for a specific community to utilize media as a way to send out messages about sexual violence prevention.

Policy Work- The provision of information on sexual assault/abuse victimization and prevention in order for a specific community to review, update and/or produce policies that prevent sexual assault/abuse.

Prevention Group-The provision of information to a specific community on a regular basis in order to prevent sexual violence.

Other-

Other: If you selected "Other" under Type, please indicate the type of activity conducted in this text box.

Participants: Select what type of audience group your activity was targeted to.

Service Providers

Parent/Caregiver

Community Members

Children/Youth

Age: Select what age group your activity was targeted to.

Adult

College

Elementary
High School
Junior High/Middle School

Number of Participants: Enter the number of participants to whom you provided the prevention activity. If you are reporting on Media Work or Policy Work only report the number of people you personally worked with on the project. Do not report the number of people you expect the work to reach.

Activity, check as many as apply: Select as many activities as are addressed by your prevention activity. The activities listed correspond to the Building Skills Prevention Standard.

Enhance personal safety skills
Promote nonviolent behavior
Enhance bystander intervention skills
Address topics logically connected with sexual assault prevention
Activity that influences participants on an individual level
Activities that influences participants on a relationship level
Activity that influences participants on a community level
Activity that influences participants on a societal level

Subject: Select the primary subject addressed by your prevention activity.

Child Sexual Abuse/Assault
General Sexual Assault issues
Other (please specify)
Safety Skills/Self Defense
Sexual Harassment
Sexual violence in a specific community
Teen Sexual Assault
Elder Sexual Assault
Bullying
Bystander Intervention
Healthy Sexuality
Technology Safety

Other: If you selected "Other" under the Subject category above, please indicate the subject area in this text box.

Curriculum: Are you using a purchased or professionally developed curriculum? Select Yes or No.

If so, what: If you selected "Yes" under Curriculum, please indicate in the text box the title of the curriculum you are using.

Staff: Please select what staff member provided the prevention activity. If more than one staff person worked on this activity, select the "lead" staff person.

Is there anything else you want OCVA to know about this activity? This is not required, but if you would like OCVA to know anything else about this activity you may type it in this text box.

You're done! **Select Submit.** You'll know you saved correctly when your saved record is shown at the bottom of the screen.

TAB 2: COMMUNITY DEVELOPMENT: Under the Community Development tab there are six fields.

Description is provided on the Community Development Tab in InfoNet: Grantees must enter a brief summary of the Community Development work completed during the quarter. Core Sexual Assault Services grants require that every CSAP be facilitating at least one community development project throughout each grant period. If your agency is working with more than one community, you may enter information for all of the communities you are working with, although you are only required to report on one community development project. It is not expected that every community will move through the community development process in sequential order.

Steps 2 – 8 of the Community Development Service Standard are listed in the activity drop down box. Select the activity/activities that correspond to your community development work for the quarter. In the narrative box, describe the work you completed for the activities selected. Each activity selected requires a brief narrative. Some CSAPs may have multiple entries during the quarter for different steps of the community development process (listed as activities).

OCVA is not collecting data on Step1: Establishing relationships within communities.

Steps of the Community Development Process: This list is provided to help you answer questions about the work (listed as Activities) you are doing with your community. If you have worked on more than one step with your community during the reporting period, you will need to enter each "activity" separately.

- 2) Describe the stakeholder recruiting process.
- 3) Describe your stakeholders' response to why sexual violence happens in their community. List or describe the underlying conditions they identified. (Condition A)
- 4) Describe what your stakeholders' response to what their community would look like without sexual violence. (Condition B)
- 5) What did the stakeholders identify as their plan to get from A to B?
- 6) What did the stakeholders identify as a way to measure their accomplishments on the plan?
- 7) How is carrying out the plan going? Describe the activities the stakeholders are doing.
- 8) Please describe how the project will be evaluated and/or revised.

Quarter: Select what quarter of the fiscal year you are reporting on. This is the quarter in which the activity occurred.

Quarter 1: July-September

Quarter 2: October-December

Quarter 3: January-March

Quarter 4: April-June

Fiscal Year: Select the fiscal year you are reporting on.

SFY11 (July 1, 2010-June 30, 2011)

SFY12 (July 1, 2011-June 30, 2012)

SFY13 (July 1, 2012-June 30, 2013)

SFY14 (July 1, 2013-June 30, 2014)

SFY15 (July 1, 2014-June 30, 2015)

Community: Enter the name of the community you are working with. *For example, United Unitarian Church, Downtown YWCA-teen program, Garfield High School-10th grade.*

Activity: Using the drop down list, select an activity that you have worked on with your community during the quarter. (Use the steps of the Community Development process above as a reference if needed.) For a further description of the community development process, go to WCSAP's website:

<http://www.wcsap.org/prevention/index.htm> and look at these two publications- 1) *Community Development Tool* and 2) *Community Development and Sexual Violence Prevention*.

2) Stakeholder Recruitment Process

3) Underlying Conditions

4) Community Without Sexual Violence

5) Identified Plan

6) How will they know what they accomplished?

7) Carrying out the plan

8) Evaluation and revision

For the activity selected: please write a brief description of what was accomplished/completed during the reporting period. This is a text box. *For example-This quarter we asked the question #3-why does sexual violence happen here? The teen girls of the groups said: bullying, sexual harassment in the school and that teachers don't intervene when they see something happening. The underlying conditions identified by the stakeholders were a lack of clear limits and boundaries for appropriate behavior in the school and negative peer influences.*

Please provide a brief description of the successes and challenges of the community development project during the reporting period. This is a text box. *For example-The stakeholders seemed to really enjoy having this conversation. Lots of ideas came up. Some stakeholders shared stories of what has been happening in the school. The stakeholders seem to be really engaged in the conversation and are motivated to make change in their school.*

Select Submit. If you have more than one activity for the quarter, please continue to input each activity that was completed. You'll know you saved correctly when your saved record is shown at the bottom of the screen.